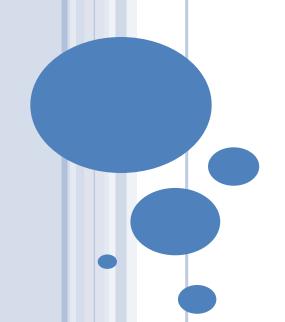
TRAINING TUESDAY 10/06/2020





















10/06/2020

- **Updated Job Aids posted new small business** field at PO stage
- **Small Purchases Electronic Only**
- Reminder: Only SPO's apply Bid Amendments
 - **BidBuy Monthly Training will be the second** Wednesday of each month
- Fun Fact of the Day

JOB AIDS UPDATED: NEW SMALL BUSINESS FIELD AT PO

- This new custom column is now a required field on all PO's.
- It is currently defaulted to "No" but beginning October 15th it will default to being blank and an answer will be required to be entered.
 - This allows for PO's that were in "Ready for Approval" status to not have to go back through the approval paths.
- Be sure to check if utilizing a SBSP vendor for reporting accuracy. This
 includes all procurements (Small Purchase, IFB, RFP, Sole Source, Releases,
 etc.)
- Only at PO now

Is this a Small Business Set Aside Procurement?:

Are you utilizing an active, registered Small Business Set Aside Vendor?:

"How do I know if I am awarding a SBSP vendor?"

- Previous process was to check IPG. You can still do this, but the information is already in BidBuy.
- 1. Select the Vendor ID link in the Vendor Tab ("V0001234")
- 2. Select "Terms and Categories" tab. Scroll down to the bottom of page to confirm the vendor is registered SBSP or not.

SMALL PURCHASES OVER \$2000: ELECTRONIC SUBMISSIONS IN BIDBUY ONLY

- Vendor will enter pricing in Items Tab
- Currently looking at the first of the year 2021.

Obenefits:

- Agency personnel will not have to enter pricing on behalf of vendors, thereby saving time and minimizing any chance of error.
- All procurement information is in one place. No chance of missing email quotes that should have been entered, as well as attaching emails to the procurement file.
- Less work for you!

• Vendor perspective:

- Bidbuy is no longer a new system and many vendors submit in BidBuy anyway.
- All of their quote activity is in one place.

BIDBUY ACTIVITY — SEARCH FILE

Tools& Resources

When attaching standard documents or blank forms, you can use the Search File feature to load documents previously attached in BidBuy.

- 1. Add File
- 2. Search File (instead of Choose File)

Monthly BidBuy Trainings will now be the SECOND WEDNESDAY of each month

- Next Trainings: October 14, November 12 (second Wednesday in November is Veterans Day), and December 9
- 9:30 AM Introduction, Overview, General Navigation
- 10:45 AM Small Purchase Under \$10,000
- 1:00 PM Small Purchase \$10,000 and Over
- 2:30 PM Release Off Master

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NATIONAL COACHES DAY



It's also Elizabeth Shue's birthday! (Dave's childhood crush) ©

